

Burlington Parks Advisory Board

Monday, August 8, 2016 at 5:30PM

Parks and Recreation Building at 900 E. Fairhaven Avenue

Parks Conference Room

(Use South Entrance off Washington Avenue)

Agenda:

OPEN COMMENT

OLD BUSINESS

July 25 Park Tour & Questionnaire

Keith Chaplin

Parks Ordinance – Review of Board Functions &
Responsibilities

Bryan Harrison

NEW BUSINESS

Parks & Recreation Department Budget

Bryan Harrison

Next Maiben Park Neighborhood Meeting

Keith Chaplin

September Board Meeting Interest

Keith Chaplin

Parks & Recreation Director Position

Bryan Harrison

Next Meeting Date: To be Determined

Additional Information

Enclosures:

06/6/2016 Meeting Minutes

Copy of City Park Ordinance BMC 2.72.010- - 2.72-050

Updates for August 8, 2016 Meeting

OLD BUSINESS

July 25 Park Tour & Questionnaire Discussion

Board members will be asked to share their thoughts and idea resulting from the tour of park properties and their responses to the questionnaire shared at the June 6 meeting.

Questions were:

1. What are your goals as an advisory board member?
2. What do you think Burlington Parks & Recreation does well?
3. Where do you see opportunity for improvement?
4. What responsibilities are you willing to take on as a board member?
5. What type of long term planning do you envision? New parks, trail systems, facilities, equipment, historical signage?
6. Do you as board members feel that you know about all parks? Do you know what classes are being offered?

Parks Ordinance 2.72.030 – Review of Board Functions & Responsibilities

A copy of the current City Park Ordinance is enclosed for your reference.

NEW BUSINESS

Parks & Recreation Department Budgets

Information regarding the 2016 department budgets and protocol for preparation of 2017's budget will be shared.

Next Maiben Park Neighborhood Meeting

Progress is being made on the concept plan for Maiben Park's renovation. The plan's consultant is working towards incorporating some of the ideas mentioned at the May 11 neighborhood meeting. Thoughts on combining the next neighborhood meeting with the October 4 board meeting will be discussed.

September Meeting

A regular board meeting is not typically held in September. Given the many topics members are currently considering, would board members like to meet in September?

Parks & Recreation Director Position

The City's plans for filling the currently vacant position will be discussed.

NEXT MEETING: To be determined.

CITY OF BURLINGTON
PARKS ADVISORY BOARD
Meeting Minutes for Monday, June 6, 2016

Board Members Present: Bill Black, Keith Chaplin, Ronda DeGloria, Jim Iversen, Jeffery Ottesen, Steve Stafford, and Carly Watson
Council Members Present: Chris Loving and Ted Montgomery
City Staff Present: Craig Bloodgood, Shelley Johnstone, and Leif Johnson, City Attorney
Guest: Rachel King, BEHS Student

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:30PM.

MINUTES: Ronda DeGloria motions to accept the minutes of the 05/02/2016 board meeting as written; Jeff Ottesen seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Vacant Lot Cleanup. Ronda DeGloria mentions that the lot across from the old Thrifty Foods looks very nice. She noticed someone working to clear away its overgrown bramble recently. Its prominent position on the corner of Fairhaven Avenue and Burlington Boulevard is noticeably blemished when the lot is left untended. Craig Bloodgood comments that the property does not actually belong to the City, but to a private party. Rock White was the volunteer who helped to perform the recent cleanup. He is an active volunteer in association with both the Lions Club and his church.

Rachel King, Student Representative Candidate. Rachel introduces herself to the board and explains her interest in becoming a member.

Parks Board Mission Statement. Keith Chaplin suggests revisiting the ordinance governing City Parks and its advisory board to ensure that current board representatives have a clear understanding of the board's purpose and its future goals. He offers a very brief questionnaire for board members to contemplate as a starting point, and asks that they return with feedback at the next board meeting.

OLD BUSINESS

Maiben Park Concept Plans: Two preliminary plans for the redesign of Maiben Park were included in agenda packets. The designs were developed by Landscape Architect Bob Droll and detail two separate layout options for consideration. In Loren Cavanaugh's absence, Shelley Johnstone explains that the two options were presented at a second neighborhood meeting held on May 11 where residents were asked to share their questions and ideas for the renovation project. Mr. Droll took the suggestions gathered at the meeting and will incorporate them into future concept plans for consideration. A formal survey of the property will also be performed. Shelley states that September is the timeframe targeted for the next neighborhood meeting and further discussion on the project's progress. Keith Chaplin adds that of particular interest during the neighborhood meeting was how to develop the restrooms in such a way to accommodate gender identity. Leif Johnson comments that this a rapidly developing area of law today and conversation continues in municipalities about how to best accommodate citizens with many moving towards gender neutral facilities.

NEW BUSINESS

Student Representative to the Board. City Attorney Leif Johnson has joined the meeting to talk about the current protocol for selecting representatives to the advisory board and to open further discussion on the topic. Leif shares copy of the municipal code governing the Parks Advisory Board, BMC 2.72.030 – 2.72.036. He explains that in a recent conversation with Loren Cavanaugh some ambiguity within the code was noticed regarding selection of board representatives. The current code helps to clarify the qualifications for board positions and the process in which representatives are selected for all positions except for one, the student representative position. This is a unique one year position that customarily begins in June of each year. When asked how students are selected, Carly Watson, the current rep explains that she had recently submitted three names of incoming seniors at B-EHS to Loren Cavanaugh for consideration. She believes he then contacts the school counselors or teachers for their input on the candidates. This is

the same procedure that was followed for her selection as representative, and for some years past. After a brief discussion amongst board members, Chris Loving suggests continuing with the customary practice for the time being since it has worked well over the years.

Jim Iversen motions to recommend Rachel King as the incoming Student Representative for the 2016-17 school year with the term ending in May 2017. Ronda DeGloria seconds the motion. All are in favor; motion is carried.

Chairperson Keith Chaplin will sign a letter of recommendation to be presented to the mayor and city council. He would like to add clarifying the current language of the Parks ordinance as an agenda item for discussion at a near future board meeting.

CLG Grant Application. In Loren Cavanaugh's absence, Shelley Johnstone offers a little information about a presentation Loren made on behalf of the city's Historical Advisory Board to the Department of Archaeology and Historic Preservation (DAHP) in Olympia last Wednesday, June 1. The historical board submitted a grant application to the DAHP earlier in the year asking for \$10,000 to help fund a project that would ultimately form the Burlington Historic District. The City will contribute another \$4,000 in matching funds. The project would involve the creation of a historical property registry and include preservation planning and educational programs. The grant would also cover the expense of hiring a historian meeting DAHP standards to conduct initial research. DAHP recently notified Loren that the grant application has been approved.

Council Agenda Items. Having received the board's recommendation, Leif Johnson suggests scheduling Rachel King's appointment as student representative as an agenda item for the June 23 council meeting. He will ask Loren Cavanaugh to follow up with Administration to pursue that end.

Skagit River Park Playfield Calendar. Shelley Johnstone reports on playfield events for the months of June and July. A new and unique event scheduled for June 11 is Burlington's first **Quidditch Fest** hosted by the library. The festival will include free activity booths, food and will feature matches with a 'professional' Quidditch team playing the game made famous in the Harry Potter novels. The library was recently notified that they have been awarded grant funds for the festival which means they will be able to expand their activity offerings, including a petting zoo. The library hopes to make this an annual event. NW United FC's annual **Firecracker tournament** will take place on June 17-19. It will once again coincide with the city's **Berry Dairy Days Friday Night Fireworks Show** which will also take place at the playfields. The tournament is expected to draw approximately 125 teams this year. **Los Aztecas men's soccer league** continues their weekly Sunday games and will do so through October, possibly November. Challenger Sports will host their first of two **"British Soccer Camps"** on July 11-15. The skills camps offer programs designed for kids ages 3-16 years. Their second camp will take place August 8-12. Challenger is a company that contracts with the Recreation Department for use of the playfields and pays a per participant stipend to the City.

Shelley comments that two major annual tournaments usually scheduled for August have been cancelled. **Washington Rush Cup** has moved to a complex in Snohomish that can support growing the tournament's size. Their 2015 tournament brought 275 teams to Burlington, and revenue for community businesses. Their move to Meadow Woods Equestrian Center will allow them use of 40 soccer fields, the ability to draw 300+ teams, and also allows the club to be closer to their homeport. Local NW United FC cancelled their annual **Skagit Super Cup**, a 100-150 team tournament, for 2016 due to the club's decision to separate from Puget Sound Premier League, the co-sponsor of the tournament. They will instead run a smaller 3v3, 1-day tournament on August 20. They still currently plan to pursue hosting the **Super Cup** in 2017.

08/08/2016 Agenda Requests. Keith Chaplin suggests a park tour at the next meeting with a board discussion to follow if time allows. Jeff Ottesen mentions that he would like to see the current budget, and would like to hear more about Burlington's budget process and timeline for each fiscal year.

ADJOURNMENT: Jim Iversen motions to adjourn the board meeting; Steve Stafford seconds the motion. All are in favor; meeting is concluded at 6:29PM.

NEXT MEETING: Monday, 08/08/2016 at 5:30PM Meeting location is in the Parks and Recreation Conference Room at 900 E. Fairhaven Avenue. **Attendees should use the South Entrance** of the building (off Washington Avenue) as all other entrances are locked by 4:30PM.

Minutes prepared by Shelley Johnstone, Secretary for Burlington Parks & Recreation

Chapter 2.72 CITY PARK

Sections:

- [2.72.010](#) Area designated.
- [2.72.020](#) Name.
- [2.72.030](#) Park and recreation advisory board – Created.
- [2.72.031](#) Park and recreation advisory board – Terms – Vacancies – Removal.
- [2.72.032](#) Park and recreation advisory board – Functions, powers and duties.
- [2.72.033](#) Park and recreation advisory board – Officers – Quorum.
- [2.72.034](#) Park and recreation advisory board – Meetings.
- [2.72.035](#) Park and recreation advisory board – Cooperation with individual citizens, groups and organizations.
- [2.72.036](#) Park and recreation advisory board – Annual reports of progress.
- [2.72.040](#) Unlawful acts.
- [2.72.050](#) Violation – Penalty.

2.72.010 Area designated.

Blocks 49, 50, 63 and 64 of the amended plat of the city, as recorded in the office of the Skagit County auditor in Volume 3 of Plats on Page 17, are designated as a city park. (Ord. 375 § 1, 1939).

2.72.020 Name.

The name of the park is “Maiben Park.” (Ord. 375 § 2, 1939).

2.72.030 Park and recreation advisory board – Created.

A. There is created and established a park and recreation advisory board, consisting of seven members who shall be appointed by the mayor and confirmed by the city council.

B. Membership. The selection of the park and recreation advisory board members shall be made from individuals who have an interest in parks and recreation as evidenced by training, experience or actions. A minimum of four members shall be residents of the city of Burlington, two nonresidents shall either be employed within the city of Burlington or live within the city of Burlington service area, and one member shall be a high school student living within the Burlington-Edison School District. The membership shall include at least one senior citizen representative, one representative of a business within the city limits regardless of where the representative resides, one representative who lives outside the city of Burlington but within the city’s service area, and one youth representative who shall be a student from Burlington-Edison High School.

C. The mayor shall appoint one to three members of the city council to act as liaisons to the board in accordance with city council bylaws. These members shall be ex-officio nonvoting members of the board. The city parks and recreation director shall be responsible for providing adequate and appropriate staff support to the board. No member shall receive any compensation for services performed. (Ord. 1468 § 1, 2001; Ord. 1444 § 1, 2000; Ord. 1272 § 1, 1994; Ord. 375 § 5, 1939).

2.72.031 Park and recreation advisory board – Terms – Vacancies – Removal.

A. Terms of Members. The appointment of the members, by the mayor, shall be for the following terms: appointees shall serve three-year terms (except the youth representative who shall serve a one-year term). The appointments of succeeding youth representatives shall be made in May of each year. Term limits will not exceed three consecutive terms.

B. Vacancies. The mayor shall, each year, appoint members to fill the vacancies caused by expiring terms. The mayor shall appoint members each year from a list to be presented to him by the board and shall also have authority to fill vacancies created by death or resignation in the board by appointing a member to fill the place consistent with the procedures of BMC [2.72.030](#).

C. Removal. Members of the board may be removed by the mayor, with concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. The decision of the city council shall be final and there shall be

no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignations. (Ord. 1537 § 1, 2004; Ord. 1272 § 2, 1994).

2.72.032 Park and recreation advisory board – Functions, powers and duties.

The park and recreation advisory board shall be a board functioning in an advisory capacity to the mayor, city council, department of parks and recreation and other city departments in respect to the following parks and recreation matters:

- A. The acquisition of park and recreation facilities;
- B. Development, design and operation of park and recreation programming and facilities;
- C. Facility use fees and procedures;
- D. Park, playfield and facility design;
- E. Capital improvement planning;
- F. Concession;
- G. Contracts, interlocal agreements and lease agreements regarding park and recreational activities;
- H. A recommended annual budget for the acquisition, development and operation of park and recreational facilities and programs; and
- I. All matters as from time to time may be referred to the board by city council, the city administrator or administrative staff. (Ord. 1272 § 3, 1994).

2.72.033 Park and recreation advisory board – Officers – Quorum.

Immediately after their appointment, members of the board shall meet and organize by electing from the members a chairman, vice chairman and such other officers as may be necessary. It shall be the duty of the chairman to preside at all meetings of the board. At the first meeting of the park and recreation advisory board following January 1st of each year the board shall elect a chairman and vice chairman from its members. The park and recreation director, or his/her designee, shall serve as the board's secretary. The park and recreation director shall prepare and record all proceedings of the board which shall be public record. A majority of the membership of the park and recreation advisory board shall constitute a quorum for transaction of business and a majority vote of those present shall be necessary to carry any recommended action. If a quorum is not reached, as many councilmembers as appointed by the mayor to the parks and recreation advisory board as it takes to reach a quorum may be substituted as temporary voting members of the board. The ranking in which councilmembers vote shall be determined at the time of appointment by the mayor. (Ord. 1552 § 1, 2004; Ord. 1272 § 4, 1994).

2.72.034 Park and recreation advisory board – Meetings.

The park and recreation advisory board shall meet on the first Monday of each month, at 5:30 p.m., at the Burlington Parks and Recreation Office, 900 East Fairhaven Ave., Burlington. Special meetings may be held as often as the board deems necessary. Notice of special meetings must be provided in accordance with the Washington State Open Public Meetings Act. All meetings shall be open to the public. (Ord. 1737 § 8, 2011; Ord. 1445 § 1, 2000; Ord. 1272 § 5, 1994).

2.72.035 Park and recreation advisory board – Cooperation with individual citizens, groups and organizations.

The board will work with individual citizens, groups and organizations. At the discretion of the board, a study may be conducted by a task force composed of individual citizens and representatives of groups, schools or other organizations on an ad hoc basis to provide citizen views or special expertise relating to a specific topic or problem. (Ord. 1272 § 6, 1994).

2.72.036 Park and recreation advisory board – Annual reports of progress.

The park and recreation advisory board shall annually provide to the city council a report on progress made in carrying out the board's duties and responsibilities. Reports may be submitted when deemed appropriate by the board or when requested by the city council. (Ord. 1272 § 7, 1994).

2.72.040 Unlawful acts.

Within the limits of any of the city's parks it is unlawful for any person or persons:

- A. To carry or discharge firearms, firecrackers, rockets, torpedoes or any other fireworks, air gun or slingshot;
- B. To injure, deface, write upon or mark any monument, fence, bench or other structure, apparatus or property;
- C. To distribute any handbills or circulars, or to post, place or erect any bills, notice, paper or advertising device or matter of any kind;
- D. To camp or lodge therein;
- E. To sell or offer for sale any merchandise, article or thing whatsoever, without the written consent of the park board;
- F. To practice, carry on, conduct or solicit for any trade, occupation, business or profession without the written consent of the park board;
- G. To remain, stay or loiter in any public park between the hours of 1:00 a.m. and 5:00 a.m.;
- H. To leave or scatter about any boxes, empty or otherwise, wastepaper, remains of lunches, newspapers or rubbish of any kind, except that such material and matter may be deposited and left in receptacles provided for such purposes;
- I. To indulge in any indecent conduct. (Ord. 375 § 6, 1939).

2.72.050 Violation – Penalty.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished according to the provisions of chapter [1.24](#) BMC. (Ord. 375 § 7, 1939)